

### DISBURSING ORDER CHARGE-OUT RECORD

- Records and Reports staff operating in Red Cross disaster service centers, chapters, or disaster headquarters are responsible for the control of all disbursing orders that they issue.
- Disaster workers are accountable for all DOs charged out to them by a Records and Reports unit.
- Form 5740 is prepared in duplicate by the Records and Reports person responsible for issuing the DOs.
- DOs are to be listed on Form 5740 (by the responsible Records and Reports unit worker) in consecutive numerical sequence and are to be charged out to disaster workers in the same sequence as listed. Form 5740 is signed and dated by the issuing Records and Reports unit worker and the receiving disaster worker. The Records and Reports unit worker records appropriate identification for the receiving disaster worker in the space below.  
The DOs are maintained by the disaster worker until the end of the work shift.
- Disaster workers are to *issue* DOs in the same consecutive numerical sequence in which they are listed on Form 5740.
- As DOs are issued, the disaster worker will enter, opposite the prelisted DO number, the last name and first initial of the case client name, and either the corresponding case number or the terms "Mass Care" or "Void," as appropriate.
- Workers must return daily, to the Records and Reports unit, all unused and voided DOs and the yellow copies of all DOs issued. The disaster worker and the Records and Reports unit worker will sign and date Form 5740, signifying respectively the return and receipt of the unused DOs.
- If, at a later time, the same Form 5740 is used, then the unused DOs may be reissued *only* to the same disaster worker.
- On all major disaster operations, the Records and Reports unit is responsible for reporting to the director of the disaster operation the status of all unaccountable DOs.

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